Training Course Accreditation Application Form

This form is to be filled in by the Training Organization to provide information on the organization, the training course to be accredited, and the status of the various documents required for the accreditation process and is to be submitted to the Certification Authority.

Submission Information	Applicant Response:	Area Reserved for The Open Group
Date of submission	<提交日期 date this and other documents submitted>	Received:
Submitted by	<提交人姓名及职位 Name and Role of person submitting this form>	

Training Organization	Applicant Response:	Area Reserved for The Open Group
Organization Name	组织中英文名称	
Organization Address	公司地址	
Organization website	公司网址	

Contact Role	Contact name and email address	Guidance
Authorized Signatory	负责人姓名及邮箱地址	The person who has overall responsibility for the accreditation activity for your organization and who is authorized to enter into legal agreements on behalf of the organization.
Primary Accreditation Contact	第一联系人姓名及邮箱地址	The person who is the primary contact for all accreditation activity and issues across your organization.
Alternate Accreditation Contact	备用联系人 1 姓名及邮箱地址（选填）	A person who is an alternate to the Primary Accreditation Contact and who has the same rights and responsibilities for accreditation (optional).
Alternate Accreditation Contact 2	备用联系人 2 姓名及邮箱地址（选填）	A person who is an alternate to the Primary Accreditation Contact and who has the same rights and responsibilities for accreditation (optional).

Finance Contact	财务联系人姓名及邮箱地址	Your organization's primary contact for payment or invoicing issues related to accreditation.
Marketing Contact	市场部联系人姓名及邮箱地址	Individual to contact for any accreditation related marketing issue.
ATC Manager	ATC 课程经理 姓名及邮箱地址	The person having the overall responsibility for managing the Accredited Training Course on a day-today basis and ensuring that it is carried out in accordance with its documented processes and procedures.

The Organization must be a company registered in the appropriate legal or government body in their country.

The Organization must be financially stable. This requirement may be met by submitting a financial report, P&L, and balance sheet for the previous two (2) years, all approved by an independent auditor, or other records as approved by the Certification Authority.

	Applicant Response:	**Guidance**
Proof of company registration	公司注册证明文件 （提交文件副本，如营业执照)	
Proof of financial stability	财务状况证明文件（提交近 2 年的财务报告，损益表，资产负债表等，须英文版)	This requirement may be met by submitting a financial report, P&L, and balance sheet for the previous two (2) years, all approved by an independent auditor, or other records as approved by the Certification Authority.

Course Information	**Applicant Response:**	**Guidance**
Course Name	课程名称	The course name specified for accreditation must be the same name used when marketing and promoting a training course. The name entered here is also how the course is reflected on the Accredited Course Register.
Name of course that operates under same QMS	<Either: Not Applicable or course name> 在同一质量体系下的其他已认证或正在认证中的 ATC 课程，如有填写课程名称，若无填写 Not Applicable	The name of an existing Open Group Accredited Training Course (in any program) or a course for which accreditation is in process, that operates under the same quality system as the course to be accredited.

Online course access	<Either: Not Applicable or provide access information> 如果课程包含在线授课形式，请提供登录方法及信息以便 The Open Group 进行认证	If any part of the training course is delivered online, provide instructions and credentials required for The Open Group to access the course for the purpose of accreditation.

The following legal documents are completed, signed and, returned. 以下法律文件是否已经完成签署并提交，请在空格填写 Yes 或 No

Legal Agreements		Additional information	Area reserved for The Open Group
Commercial License for use of the Standard	Yes/No		
Accreditation Agreement	Yes/No		
Training Course Schedule	Yes/No		
Accreditation TMLA	Yes/No		
Trademark License Schedule	Yes/No		

The following documents are required for the assessment. These documents should be uploaded following The Open Group instructions. 认证课程须提交以下文件，请根据提交情况在空格填写 Yes （已提交） 或 No（未提交）

First course to be accredited:

Requires a full accreditation package. 第一次提交课程进行认证须以下全套资料

Documentation		Additional information	Area reserved for The Open Group
Conformance Declaration 合规声明	Yes/No		
QMS Appendix 质量管理体系附录文件	Yes/No		
Supporting documents (referenced in the QMS Appendix) QMS 中涉及的相关支持文件	Yes/No		

Training Course Materials Checklist 培训材料清单	Yes/No		
Training Course Materials 培训材料	Yes/No		

Course to be accredited:

If this course is not the first course to be accredited, the QMS is expected to be in place and the following documents are required.

Documentation		Additional information	Area reserved for The Open Group
Conformance Declaration	Yes/No		
A copy of the marketing material, or link to the web site	Yes/No		
Training Course Materials Checklist	Yes/No		
Training Course Materials	Yes/No		
The list of trainers updated	Yes/No		
Trainer credentials	Yes/No		

For Certification Authority use （此部分由认证机构填写，申请人无须填写）

CID		
Payment		
Date Accredited		
Re-accreditation Date		